General Office Assistant

September 2011

1.     Use appropriate software to create documents and digital files for the workplace.

2.     Input, organize, retrieve, and manipulate data for the workplace.

3.     Communicate effectively in the workplace.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **PSLO #1** | **PSLO #2** | **PSLO #3** |
| BC C104 | X | X | X |
| BC C107A |  | X |  |
| BC C107B |  | X |  |
| BC C108 |  | X |  |
| BC C109 |  | X |  |
| BC C112 | X | X | X |
| BC C115 |  |  | X |
| BC C120 | X | X | X |
| BC C123 | X | X | X |
| BC C147 | X | X | X |
| BC C148 | X | X | X |
| BC C150 | X | X | X |
| BC C175 | X | X | X |
| BC C176 | X | X | X |
| BC C281 | X | X | X |
| BC C282 | X | X | X |
| BC C283 | X | X | X |
| BC C284 | X | X | X |